

CIRCULATION POLICY

One of the Library's primary functions is to provide easy access to information for the University community. The University community includes:

- Students
- Faculty
- Administrative staff
- Staff
- Part-time faculty
- Part-time staff
- Retired faculty/administrative staff/staff
- Spouses or dependents of faculty/administrative staff/staff
- Alumni
- Patrons not affiliated with the University

All citizens will be accorded the privilege of using any materials in the Library; however, not all citizens may check out materials. Those who will be extended that privilege are defined in Section II.

EACH PERSON WITH BORROWING PRIVILEGES MUST CHECK OUT MATERIALS USING THEIR OWN IDENTIFICATION, and, with the exception of a faculty/administrative staff/staff member sending a designated person with written instructions and with their identification card to check out a specific item for the employee, NO ONE MAY CHECK OUT MATERIALS USING ANOTHER'S IDENTIFICATION. In addition, while it is recognized that it is the right of students, faculty, administrative staff, staff, and persons with valid library borrowing cards to enjoy borrowing and usage privileges, abuse of those privileges, particularly those that hinder access or usage of library materials to other patrons or University classes, cannot be tolerated. The Library, therefore, reserves the right to recall any and all materials checked-out, despite borrowing period or renewal privileges of the patron, if it is judged to be limiting to the informational needs of the University community. The decision to recall materials or refuse renewal of materials will follow the recall guidelines established in Section 1.F.

1. General Rules and Regulations:

A. Maximum Number of Items Borrowed:

Undergraduate students may borrow a maximum of twenty-five (25) items at a time. Graduate students may borrow a maximum of fifty (50) items at a time. Patrons categorized as other may borrow a maximum of five (5) items at a time. Faculty/staff may borrow a maximum of 999 items at a time.

B. Fines:

Fines are accrued at \$0.25 per day for a period of twenty-one (21) days, after which the item is charged to the LOST status.

C. Processing Service Fee:

Once a book is charged to the LOST status, a processing service fee of \$10.00 is assessed if the book is returned. If the book is not returned, the patron will be assessed the \$10.00 processing fee and the replacement cost of the book.

D. Replacement Fee:

The replacement fee is intended to cover the replacement cost of the book. Replacement costs, when possible, will be taken from current sources. If no price can be ascertained from sources, the cost of replacement will be the average academic book price from the current *Bowker Annual*.

E. Bindery Fee:

If a book is returned in such damaged condition (at the time of check-out, the Circulation staff member will note any damage to the item and flag it for repair or rebinding upon its return) that it needs to be rebound, a \$10.00 bindery charge will be levied.

F. Holds/Recalls:

Holds and recalls are traditional requests in which a patron is added to a waiting list for an item currently charged to another patron. A HOLD REQUEST reserves the item for a patron upon its return. A RECALL REQUEST prompts a notice to a patron requesting that a charged item be returned.

Patrons who have an item checked-out which has a HOLD placed on it will be unable to renew the item.

Patrons who have an item checked-out that have a RECALL placed on it will be sent a notice requesting that they return the item. A \$1.00 per day fine for each day overdue, to a maximum of \$10.00, will be assessed to any patron who fails to return a recalled item within two days after the recall due date. If the item is not returned and is charged to the LOST status, the charge will be the replacement cost plus a \$10.00 late fee and the \$10.00 processing fee.

G. Renewing:

Items may be renewed a maximum number of three (3) times. Additional renewals can be made at the discretion of the Public Services staff.

H. Circulation of Reference Materials & Periodicals:

Library policy is that reference and periodical materials do not circulate. In "exceptional circumstances," faculty and administrative staff may be granted a twenty-four (24) hour loan of reference books or periodicals to show a class or to make copies in a University departmental office. Permission to circulate these materials rests with the Public Services librarian for that area, or in their absence, with the Head of Public Services. On evenings or weekends, the librarian on duty may approve such loans. These loans will be charged through the circulation system to ensure tracking of these items.

I. Reserves:

Certain items placed on Reserve from the Library are not strictly class-related in nature. Items such as journal articles, departmental memos or publications, and other course or University-related materials may be placed and kept on Electronic Reserve. Reserve items are normally high-demand or high-risk items. If items are to be physically kept at the Reserve Desk (traditional Reserves), then they must be returned to the Reserve Desk. The circulation status of reference works and periodicals precludes their being placed on Reserve.

J. In-Process Materials:

Materials that have the status "In Process" can be located and made ready for circulation at the request of a patron. Patrons should discuss these requests with the Public Services librarian to ascertain if the item is unique. The Public Services librarian can contact the Cataloging Department on behalf of the patron to determine the processing status of the item. Those items in the last stages of processing may be rushed on demand. Requested material will be available for pick-up by 10:00 a.m. on the weekday following the request. It will be held for the patron at the Circulation Desk in the Lobby for up to seven (7) days.

K. Pre-Order Materials:

It is recommended that requests for items with the status "Pre-Order" or "On Order" be discussed with the Public Services librarian to ascertain if the item is unique. Patrons needing materials that have the status "Pre-Order" or "On Order" should contact the Acquisitions Department to request that they be notified when the material is received and processed.

2. Patron Classification/Categories and Rules Controlling Usage:

PATRON CLASSIFICATION	*Item Type and Circulation Period	
	Circulating	Non-Circulating
Administration	Academic year	24-hours
Alumni	14 days	N/A
Bindery	70 days	N/A
Dependents	14 days	N/A
Faculty	Academic year	24-hours
Friends	14 days	N/A
Graduate	28 days	N/A
GSCC students and faculty	14 days	N/A
Interlibrary Loan	28 days	N/A
Part-time faculty	Semester	24-hours
Part-time staff	28 days	N/A
Retired faculty	Academic year	24-hours
Retired staff	28 days	24-hours
Special permits	14 days	N/A
Staff	28 days	24-hours
Undergraduate	14 days	N/A

* See Appendix B for locations and associated item types

A. Students: Undergraduate and Graduate:

- i. Definition: those persons currently enrolled at the University, both on and off campus, who hold a student identification card.
- ii. Currently enrolled students have the right to first priority access to materials because of the nature of their time constraints (usually a few weeks or a semester at most).
- iii. Undergraduate students may check out books for two weeks (14 days). Graduate students may check out books for one month (28 days). Both undergraduate and graduate students may check out musical CDs and audiocassettes from the Listening Lab for one week.
- iv. Students have access to a system of HOLDS. If an item is checked out, students may request that the item be held for them when it is returned.
- v. If faculty/staff or student patrons have an item for more than one week, a student may request that the library RECALL the item. If the borrower is other than faculty/staff or a currently enrolled student, the RECALL may be made at any time the item is needed.

- vi. Enforcement of circulation policies will be through a system of fines for overdue materials and charges for lost or damaged materials. Unpaid fines and/or charges for replacement of materials damaged or not returned will generate a financial encumbrance on the student's account, and the student will not be permitted to graduate, register, or receive transcripts until the financial records are cleared.
- vii. Students must present a valid JSU identification card for the current semester in order to check out materials. If the student does not have current JSU identification, picture identification may be used to verify enrollment.
- viii. Undergraduate students may borrow a maximum of twenty-five (25) items at a time. Graduate students may borrow a maximum of fifty (50) items at a time.

B. Faculty/Administrative Staff:

- i. Definition: those persons who are employees of the University and have employee identification cards from the Office of Human Resources indicating faculty or administrative staff status.
- ii. Faculty/administrative staff may borrow a maximum of 999 items at a time.
- iii. Items borrowed by members of the faculty and administrative staff (vice-presidents, deans, and directors) must be renewed yearly at the end of the Spring Semester. Items borrowed by part-time faculty will be due at the end of each semester.
- iv. Faculty/administrative staff have access to a system of HOLDS. If an item is checked out, Faculty/administrative staff may request that the item be held for them when returned. CURRENTLY ENROLLED STUDENTS have priority in the HOLD system.
- v. Materials that have been checked out for one week are subject to library RECALL.
- vi. Materials kept in faculty/administrative staff members' carrels or offices must be checked out to the faculty/administrative staff member. Those materials are also subject to RECALL.
- vii. Library policy is that reference and periodical materials do not circulate. In "exceptional circumstances," faculty/administrative staff may be granted a twenty-four (24) hour loan of reference books or bound periodicals to show to a class or make copies in a University departmental office. Permission to circulate these materials rests with the Public Services librarian for that area, or in their absence, with the Head of Public Services. On evenings or weekends, the librarian on duty may approve such loans. These loans will be charged through the circulation system to ensure tracking of these items.

- viii. Materials shelved or placed by library faculty/staff at a location other than that designated by the call number will have the new location noted on the record that appears in the Library Catalog.
- ix. Enforcement of circulation regulations on faculty/administrative staff will be as follows:
 - a. At the end of the faculty/administrative staff circulation period (Spring Semester for full-time faculty/administrative staff and the end of each semester for part-time faculty/administrative staff) an overdue notice listing items charged to each faculty/administrative staff member will be generated and sent to each faculty/administrative staff member. The Library's circulation system will generate a second notice after 14 days.
 - b. A bill will be sent to the faculty/administrative staff member for any materials not returned within 21 days of the first notice. This billed amount will go on the faculty/administrative staff member's patron record. When the amount of said bill reaches \$100.00, the faculty/administrative staff member's borrowing privileges will be blocked.
 - c. Faculty/administrative staff members attempting to clear employment when leaving the University will not be cleared and their final pay will not be released until obligations to the Library are met.

C. Staff:

- i. Definition: those persons who are employees of the University and have Employee Identification Cards from the Office of Human Resources indicating staff status (e.g. paraprofessional, clerical, maintenance, and custodial).
- ii. Staff may borrow a maximum of 999 items at a time.
- iii. Books checked out by members of the University staff have a 28-day check-out period in which time they may be returned or renewed. Staff may check out musical CDs and audiocassettes from the Listening Lab for one week.
- iv. Staff members have access to a system of HOLDS. If an item is checked out, Staff may request that the item be held for them when returned. CURRENTLY ENROLLED STUDENTS have priority in the HOLD System.
- v. Materials that have been checked out for one week are subject to RECALL.
- vi. Enforcement of circulation regulations on staff will be as follows:

- a. At the end of the 28-day staff circulation period, an overdue notice listing items charged will be generated and sent to each Staff member. The Library's circulation system will generate a second notice 14 days later.
- b. A bill will be sent to the staff member for any materials not returned within 21 days of the first notice. This billed amount will go on the staff member's patron record. When the amount of said bill reaches \$100.00, the staff member's borrowing privileges will be blocked.
- c. Staff members attempting to clear employment when leaving the University will not be cleared and their final pay will not be released until their obligations to the Library are met.

D. Retired Employees:

- i. Definition: those persons who are retired employees of the University and have a University identification card obtained from the Office of Human Resources.
- ii. Retired employees have the same borrowing privileges as current employees.
- iii. Both CURRENTLY ENROLLED students and current employees have priority of access to materials, so materials checked out to retired employees may be RECALLED at any time they are needed by either of those two categories of patrons.
- iv. Retired employees who fail to return RECALLED materials or renew/return materials at the end of the circulation period may have their borrowing privileges blocked until they fulfill these conditions.
- v. Enforcement of circulation regulations on retired employees will be as follows:
 - a. At the end of the defined circulation period an overdue notice listing items charged to each retired employee will be generated and sent to each retired employee. The Library's circulation system will generate a second notice after 14 days.
 - b. A bill will be sent to the retired employee for any materials not returned within 21 days of the first notice. This billed amount will go on the retired employee's patron record. When the amount of such bill reaches \$100.00, the retired employee's borrowing privileges will be blocked.

E. Spouses or Dependents of Faculty/Administrative Staff or Retired Employees:

- i. Definition: the University Office of Human Resources issues identification cards to family members of employees, retired employees, and students of the University. Only spouses and dependents of employees and retired employees will have

circulation privileges. They shall have the same borrowing privileges as patrons not affiliated with the University.

F. Non-affiliated Patrons:

- i. Definition: the Library will create patron records for and provide borrowing privileges to certain members of the community who are not affiliated with the University. Non-affiliated patrons must show picture identification in order to check out library materials. These persons must be at least 18 years of age and are generally in the following groups:
 - a. Jacksonville State University Alumni Association members
 - b. Friends of the Houston Cole Library members
 - c. Jacksonville State University students not enrolled for current semester
 - d. Gadsden State Community College faculty or students
 - e. Special seminar students
 - f. Northeast Alabama Police Academy staff
 - g. Faculty/administrative staff of Jacksonville City Schools
 - h. Citizens of Calhoun County
- ii. Non-affiliated patrons may borrow a maximum of five (5) items at a time.
- iii. Subscription databases, Reserves, and any other items with restricted checkout periods are limited to University employees and CURRENTLY ENROLLED STUDENTS.
- iv. The loan period for materials checked out to patrons in these categories will be the same as to undergraduate students; however, they will be limited to five (5) items. Currently enrolled students or faculty/administrative staff/staff members may RECALL materials checked out at any time.
- v. Materials checked out to patrons in these categories may be renewed if other patrons have not requested them.
- vi. Non-affiliated patrons DO NOT have hold or recall privileges.
- vii. Enforcement of circulation policies on non-affiliated patrons will be as follows:
 - a. Overdue notices will be generated on the same schedule as that for undergraduate students.
 - b. Fines for overdue items will be the same as those charged to students. At the end of the defined circulation period an overdue notice listing items charged to each non-affiliated patron will be generated and sent to each non-affiliated patron. The Library's circulation system will generate a second notice after 14 days.

- c. A bill will be sent to the non-affiliated patron for any materials not returned within 21 days of the first notice. This billed amount will go on the non-affiliated patron's record.
- d. When the amount of said bill reaches \$25.00, the non-affiliated patron's borrowing privileges will be blocked.
- e. Patrons who do not return RECALLED items within the time specified on the recall notice or patrons who fail to return borrowed items or pay fines on overdue items will have their borrowing privileges blocked until they have done so. Those who persistently violate borrowing privileges may be permanently blocked from these privileges.